

Civil Service Commission

Regular Session Meeting

Wednesday October 28, 2020

3433 S. Higuera St., Room 101, San Luis Obispo, CA 93401



MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Jeannie Nix
Erwin Ohannesian
Jed Nicholson
Erica Flores Baltodano

Present: President Bergman, Vice President Nix, Commissioner Nicholson and Commissioner Baltodano

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Rosa Reyes

County Counsel: Nina Negranti, Assistant County Counsel

Outside Counsel: Steve Simas, Attorney

1. Call to Order/Flag Salute/Roll Call

President Bergman called the meeting to order and led the flag salute. Roll was called. Commissioner Ohannesian was absent. Commissioner Nicholson was absent during roll call but arrived later at approximately 9:04 a.m.

2. Public Comment Period

President Bergman asked if there were any members of the public wishing to address the Commission on matters not on the agenda. Seeing none, he moved to the next item on the agenda.

3. Minutes

The minutes from July 13, 2020 and July 14, 2020 were considered together. The August 26, 2020 minutes were considered separately. Commissioner Baltodano reported she was not at the meetings on July 13, 2020 and July 14, 2020 and subsequently unable to vote on them. There was not a quorum of commissioners to vote on the minutes due to Commissioner Ohannesian and Nicholson being absent. President Bergman was not present at the August 26, 2020 meeting and moved to item 4 on the agenda for the previously stated reason.

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Commissioner Nicholson arrived and President Bergman moved the meeting back to item 3 (Minutes) after item 4 was concluded.

- **July 13, 2020 and July 14, 2020:** There were no modifications or amendments to these minutes. Vice President Nix made a motion to approve the minutes as written and Commissioner Nicholson seconded the motion. Commissioner Baltodano abstained. Motion carried 3-0-2.
- **August 26, 2020:** There were no modifications or amendments to these minutes. Commissioner Baltodano made a motion to approve the minutes as written and Commissioner Nicholson seconded the motion. President Bergman abstained. Motion carried 3-0-2.

4. Request to Reschedule November 18, 2020 Civil Service Commission Regular Meeting to Thursday, November 19, 2020.

President Bergman inquired why there was a request to reschedule the Regular Meeting from November 18, 2020 to November 19, 2020. Commission Clerk, Rosa Reyes reported this was requested in order to have a Special Hearing on November 19 and November 20. Commissioner Baltodano and Steve Simas, Commission outside counsel provided additional information. President Bergman clarified that the Commission would not be in attendance on November 18th and inquired if any formal action was needed. Nina Negranti, Assistant County Counsel confirmed no formal action was needed.

5. Request to Approve CSC Regular Meeting Schedule for 2021

Vice President Nix moved to approve the 2021 Civil Service Commission meeting schedule and Commissioner Baltodano seconded the motion. Motion carried 4-0-1.

6. Receive and File: Annual Report Fiscal Year 19/20

Wendy Lin, Human Resources Analyst presented highlights from Fiscal Year 19/20. In March 2020 there were significant changes in the way the County approached and responded to recruitments and appeals and grievance in response to the pandemic. Recruitments decreased 18%, but the number of total hires only decreased 2%. The results from the Census taken this year are not in; therefore, we continue to use the 2010 data. The County has seen a slight increase in diversity and is hoping to continue this trend. This was highlighted in the Equal Employment Opportunity section of the report.

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Vice President Nix made a motion to Receive and File the Annual report and Commissioner Baltodano seconded the motion. Motion carried 4-0-1.

7. Request to Approve New Job Specification(s):

- a. Public Information Specialist

Teresa McCarthy White, Human Resources Analyst presented this job specification. The purpose of this class is to perform professional level communications, crisis management, media relation duties, advise and assist County management with public information activities and manage county information sources. There are current incumbents who are classified in a variety of classifications whose primary responsibility is to serve as a spokesperson or coordinate communications on behalf of their department program or the county. There is a need for an entry level class, journey level and advanced journey level to accommodate the various levels that the current incumbents are working at, as well as create flexibility for the future. This proposed job specification series would help attract the best qualified candidates by accurately portraying the classification duties and requirements.

Ms. Douglas-Schatz introduced Guy Savage, Assistant County Administrator who was appearing at the meeting via Zoom. Mr. Savage spoke of his support for the specification as written. President Bergman reported the Commission was working off two different set of documents and identified these documents as documents that were sent to the Commission and the documents that were provided to them at the meeting. Ms. McCarthy White clarified that the documents provided to the Commission at the meeting included edits that were made after the original documents had been sent to the Commissioners. The Commissioners asked clarifying questions regarding duties, characteristics of the different levels in the series, supervisory oversight for this classification and current need for this classification. It was confirmed that identified incumbents would be reclassified into the appropriate level in the job specification. Ms. McCarthy White, Ms. Douglas-Schatz and Mr. Savage provided clarification, answered questions, and spoke to the need in the county for this specification.

***At 37.13 minutes into the meeting there was a computer glitch. A break was taken and President Bergman brought the meeting back on the record after the matter was resolved. Discussion regarding this item was resumed after the matter was resolved. ***

Mark Zeltman, Principal Human Resources Analyst also answered questions regarding Supervisory oversight of the incumbents due to being assigned to different departments. Additionally, there was discussion regarding the levels within the series and the need for flexibility to have a level I series. The identified incumbents currently performing the roles of the job specification would be reclassified into the level II and III of the series.

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The Commission proposed revisions to the specification including grammatical corrections and removing a sentence that was redundant in the Distinguishing Characteristics Public Information Specialist II section. It was also proposed that additional wording be included in the Education and Experience section to reflect that job-related experience may substitute for the education requirement on a year-for-year basis.

Vice President Nix made a motion to approve as amended and Commissioner Nicholson seconded the motion. Motion carried 4-0-1.

8. Reports

President Bergman inquired about the Rule Changes and asked that this be moved forward. Commission Counsel and Commission outside counsel had nothing to report. Ms. Douglas-Schatz inquired about the safety protocols and guidelines. The Commissioners were in support of the safety protocols put in place. Commissioner Baltodano expressed her concerns regarding meeting in person.

Mr. Zeltmann discussed county guidelines and compliance. Alternatives to meeting in person were discussed. The commission agrees with stakeholders for Regular Meetings appearing via Zoom.

9. Public Comment on Closed Session Item

President Bergman asked if there any members of the public wishing to address the Commission on the Closed Session items on the agenda. Seeing none he moved to closed session.

10. Closed Session (per Government Code Section 54957): Hearing and deliberations regarding Appeal #A20-01.

President Bergman brought the meeting back into Open Session. He advised they have given direction to their counsel and there is no reportable action.

11. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: *Luther v. County of San Luis Obispo Civil Service Commission*, San Luis Obispo Superior Court Case Number 19CV-0713.

12. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: *Luther v. County of San Luis Obispo Civil*

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Service Commission, San Luis Obispo Superior Court Case Number 20CV-0524.

13. Adjournment

President Bergman adjourned the meeting.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***